Logging in to Egrants

The ICJI Egrants system is a secure system. To access the system each must have a user ID and password. Use the Getting Registered instructions to obtain a user ID and password.

To access the Egrants website use the following web address: www.egrants.cji.in.gov.

- To log in:
 - Enter the assigned User ID
 - o Enter the assigned password.
 - Click the Login button.



The Egrants welcome page will appear if the log in is successful.

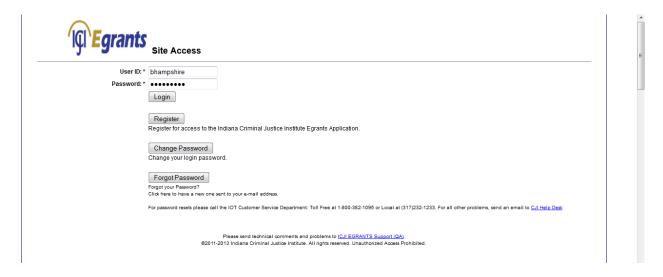


• To logoff:

O Click the Logoff link at the top right corner of the page.



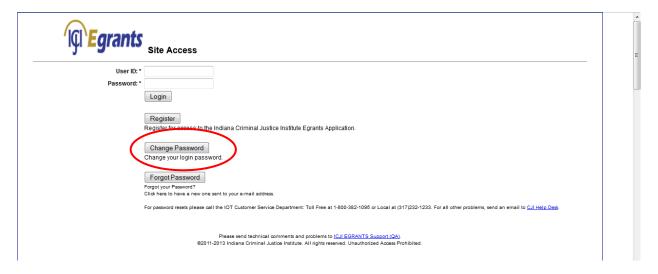
The Egrants login page will be displayed if the logoff is successful.



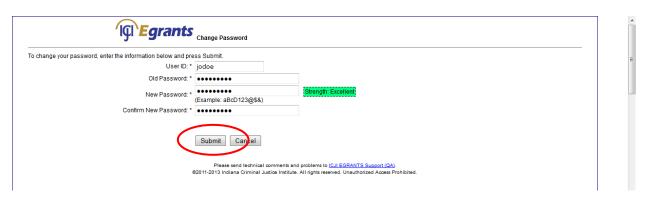
Password Help

The Egrants login page can also be used to change a user password or to have a new password sent if the user has forgotten the password.

- To change a password:
 - Click the Change Password button.



- o Enter the User ID for the password that needs to be changed.
- o Enter the Old Password.
- o Enter a New Password.
 - The password must include 6-14 characters, and contain a capital letter, lower case letter, number and symbol (Example: aBcD123@\$&) . The "Submit" button will not appear unless the password entered is deemed "Excellent" in strength.
- Click the Submit button to complete.



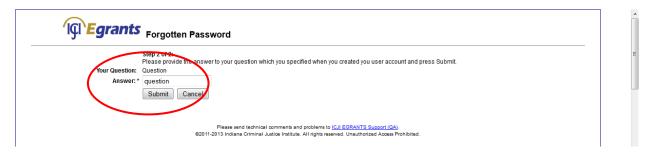
- To access a forgotten password:
 - o Click the Forgot Password button.



- Enter the email address that is associated with the user account that needs a new password.
- o Click the Submit button when complete.



- Enter the answer to the secret question that was established during the registration process.
- o Click the Submit button when complete.



- o An email will be sent to the user with the user ID and password provided.
- o If the answer to the question is incorrect or has been forgotten contact the ICJI Helpdesk at cjihelpdesk@cji.in.gov for a password reset.